

Enabling 2 Factor Authentication

What is 2 Step Authentication and why do I need it? [Click here to learn.](#)

Video Instructions

[Enabling 2FA when signing in](#)

[Enabling 2FA when already signed in](#)

Admins only: Enabling 2FA when signing in

Anyone with admin access to the GSuite console is required to have 2FA enabled.

If you are not signed into Google, you can login to Google here: <https://accounts.google.com/login>.
If you have admin privileges you will be prompted with a screen similar to this:

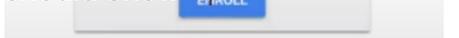
If you are not prompted with the above screen that means you must follow the directions under "Enabling 2FA when already signed in".

Continue following the directions below.

Regular Users: Enabling 2FA when signing in

Regular users are NOT required to have 2FA enabled, but is highly recommended.

On most Google pages, you can click your name initial at the top right and a pop-down menu should show up:



Click "**Manage your account**". You will see a page like the one below.

When on your Google account page, it's always a good idea to verify all of your settings and become familiar with this area of your account.

Click "**Security**" on the right side of the page. Scroll down to "**Signing in to Google**"

Click the arrow next to "**Off**". Continue with instructions below.

Signing in to Google

Setting up 2-Step Verification

At this point you should be seeing a page similar to the one below

Click "**GET STARTED**". You will be prompted to re-enter your password. Do this now.

Click "**Next**". On the next page you will need to enter a valid phone number. This should be a phone you always have access to, such as a cell phone. You can opt in for Text Message or a phone call. If you'd like to see more options, click "**Show more options**". We recommend using text message verification.

Once you enter a phone number, you will see a verification code via the method you selected.

Enter the code and your 2 Step Authentication is now enabled.

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